



Job Description

Job Title:	Dean Levine Campus	Grade:	DNC
Department:	Learning	FLSA:	Exempt

The incumbent in this job is expected to assist the college in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plan, organize and directs the academic, faculty, student support and administrative activities of multiple divisions to ensure that assigned programs comply with college standards, policies, and procedures.

Characteristic Duties and Responsibilities:

1. Coordinate assigned activities with division directors, directors, other deans, associate vice presidents, the Vice-President for Instruction, and with outside agencies and organizations.
2. Provide assigned instructional and other support services for students.
3. Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs, prepare students for success, and which meet the external requirements of the Southern Association of Colleges and School and other accrediting agencies.
4. Provides leadership for enhancing the visibility, enrollment, and resources of the campus.
5. Co-leads the facility programming effort for campus expansions or remodeling.
6. Oversees screening committees and recommends full-time faculty/staff appointments.
7. Directs the development and administration of budget as appropriate; directs the forecast of additional funds needed for staffing, equipment and supplies; monitors, recommends, and/or approves expenditures.
8. Seeks/manages alternative funding resources including donations, grants, CPCC Service Corps initiatives.
9. Represents campus at college-wide, instructional, and community meetings.
10. Confers with and provides assistance and advice to the deans, associate vice-presidents, and vice-presidents; develops, prepares, and presents recommendations and reports as requested.
11. Carries out overall day-to-day operational supervision of both permanent and assigned staff.
12. Oversees the recruitment, hiring, supervision, training, motivation, and evaluation of all assigned campus staff in cooperation with the appropriate college dean, manager, or division director.
13. Evaluates established performance objectives and performance reviews, and implements college personnel policies and procedures for assigned staff in cooperation with the appropriate college dean, manager, or division director.
14. Counsels and advises students and staff; suggest appropriate courses of action; and coordinates



Job Description

Job Title:	Dean Levine Campus	Grade:	N/A
Department:	Instruction	FLSA:	Exempt

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Oversees the following divisions/disciplines:

Adult and Academic ESL; Business and Accounting; Behavioral & Social Sciences; English, Reading & Humanities; Foreign Languages; Language Learning Technology labs and Mathematics.